



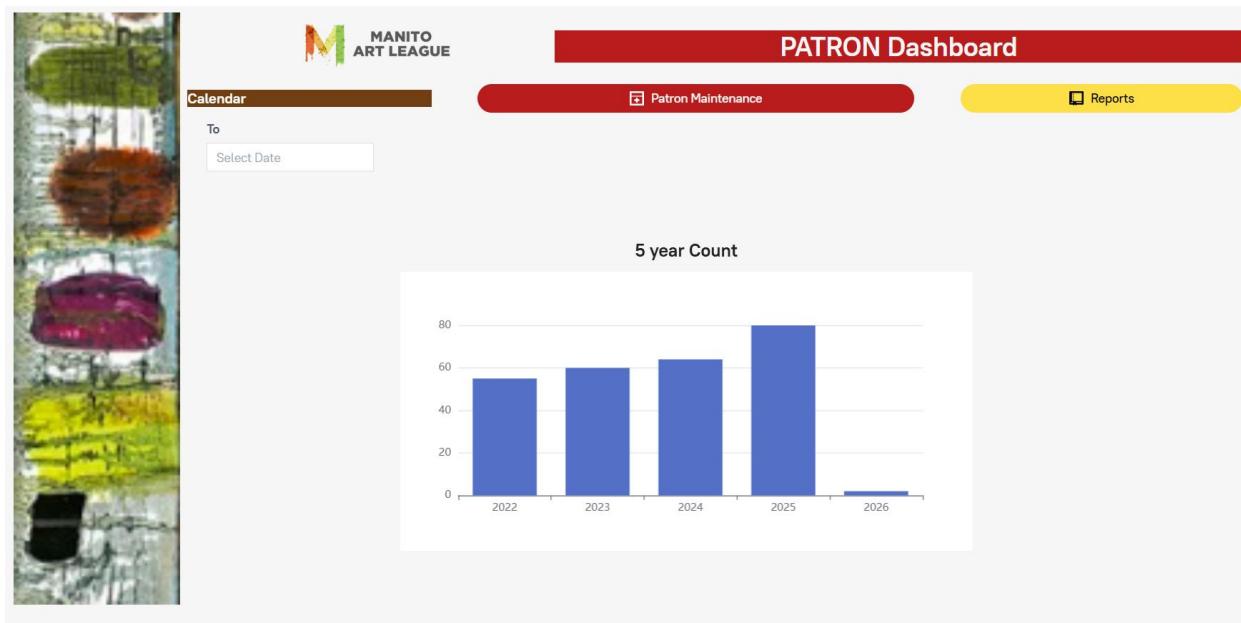
**MANITO
ART LEAGUE**

PATRONS

URL to get into your Dashboard page:

Click the link below to access your page.

<https://manito-art-league.appsmith.com/app/manito-art-league/pdashboard-698b4f127a023e1c1dbe8bef>



On your Dashboard:

- Click on Patron Maintenance button to get into maintenance of the records
- Click on the Reports button to get to the Reports.

NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Last name, First name.**
- **Patron amount records are able to be deleted- Only in the multiple patron records.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.

RULES ON ENTRY:

- Entering is case sensitive
- All rows do not need to be entered, but each table **will** create an empty record for future use.
- **DO NOT** use PERIODS or COMMAS!!
- State is two letters ex: WI

- **Address** for PO Box is PO Box. Do not separate the PO, no periods. PO Box should be on the first address line. This helps for labels and post office standards.
- IF there is a **PO BOX** address- and other street address – POBox goes in the first address field and street address goes in the second address field. This is helpful for mailing labels for Post office Regulations- POBox first. If not POB, then street address goes in the first address field.
- Yes or No >**DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES
- For those that are NO LONGER MEMBERS or PATRONS. Change the Yes to No Under Member or Patron and clear the year(Mal YR, Patron YR) next to it.
- **YEAR = 4 digits**, NOT 2. (2025)
- Volunteer fields are Years, to keep track of what year they can help (XXXX) Im sure we will be making changes to this in time. But we need to be consistent. This is a text field so if we want to make changes in the future we can.
- Business vs people. Business name goes into the LastName, First name will remain blank and Partner field will have the Full Owner Name.

PATRON MAINTENANCE INSTRUCTIONS

Patron Interactive Report- Add, Edit and Delete Records

The screenshot shows a web-based application for managing patron records. On the left, a table titled "ADD NEW PATRON" lists 15 rows of patron data. Each row includes a "Save" button, a "cust_id" column (e.g., 399, 400, 1, 401, 2, 3, 4, 5, 6, 7, 444, 8, 9), and columns for "LastName", "FirstName", "BusinessN...", "Partner", and "Birthdate". On the right, a table titled "Refresh Screen" shows a single row with "p_cust_id" set to 399 and other columns partially visible. The top navigation bar indicates the user is in "manitoartleague's apps / Manito Art League".

ADD NEW PATRON						
Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons	
	1	Achauer	Jeannine			
	401	Adams-Russell	Peggy			
	2	Addink	Agnes		Sylvan	
	3	Adler	Lori	Testing		
	4	Arlborn	Charles			
	5	Ahmann	Rosemary			
	6	Ahnen	Wendy			
	7	Alfrey	Christine		Brad	
	444	Alfrey	Christine	Christine Alfrey C...		
	8	Anast	Velta			
	9	Anderson	Meghan			

Refresh Screen				
S...	p_cust_id	p_patron_yr	p_patron_amt	p_artpur
	399			

SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.

The screenshot shows a table titled 'ADD NEW PATRON' with columns: Save, cust_id, LastName, FirstName, BusinessN..., and Partner. A context menu is open over the 'cust_id' column, specifically over the cell containing '399'. The menu options are: Sort column ascending, Sort column descending, Freeze column left, and Freeze column right. A red circle highlights this menu. The table data includes rows for cust_ids 399 through 400, and names like Jeannine, Aberdeen Restaur..., Larry Voss, etc.

Save	cust_id	LastName	FirstName	BusinessN...	Partner
S	399	Sort column ascending Sort column descending Freeze column left Freeze column right	Jeannine	Aberdeen Restaur...	Larry Voss
S	400			Ace Hardware Wo...	Milissa Timmo
S	1				
S	401	Adams-Russell	Peggy		
S	2	Addink	Agnes		Sylvan
S	3	Adler	Lori	Testing	
S	4	Ahlborn	Charles		

FIND BY LAST NAME, CUSTID or Any field:

2 ways to Search by: - FILTER or SEARCH BAR

TO FILTER:

- You can select the person by ID, Last Name or Business Name or Any field
- Click on the filter:
- You have many options here...

The screenshot shows the same 'ADD NEW PATRON' interface. A red circle highlights the 'Filters' button in the top navigation bar. Below it, a modal window titled 'Where' is open, showing a dropdown menu set to 'Attribute'. The table data below the modal includes rows for cust_ids 1, 2, and 3, with names like Achauer and Jeannine.

Save	cust_id	LastName	FirstName	BusinessN...	Partner
S	1	Achauer	Jeannine		
S	2				
S	3				

- Select the Attribute (fields/column) you want to find.

Search... Filters Download

Move Change column datatype to see filter operators X

Where Attribute

		LastName	Text	
S 1	FirstName	Text	Jeannine	Abe
S 401	BusinessName	Text	Peggy	Ace
S 2	Partner	Text	Agnes	
S 3	Birthdate	Text	Lori	Test
S 4	Street	Text	Charles	
S 5	Addr2	Text	Rosemary	
S 6	City	Text	Wendy	
S 7	Alferu		Christine	

- For Instance, if you want to find a person but not sure on the correct spelling
- You could use “contains”

Move Change column datatype to see filter operators X

Where LastName

		LastName		
S 1		Achauer		BusinessN...
S 401		Adams-Ru		Aberdeen Restau
S 2		Addink		Ace Hardware Wk
S 3		Adler		
S 4		Ahlborn		
S 5		Ahmann		

contains
does not contain
starts with
ends with
is exactly
empty
not empty

- Enter letters of the lastname of the person you are finding and press Apply.

The screenshot shows a database interface with a filter dialog open. The filter criteria is set to 'LastName' contains 'wei'. The 'APPLY' button is highlighted with a red oval. The results table shows two records: 'Larry Voss' and 'Milissa Timmons'. A green 'Edit' icon is visible next to the results.

Partner
Larry Voss
Milissa Timmons

- You will see your results.

The screenshot shows a results table titled 'ADD NEW PATRON' with 2 records. The columns are 'cust_id', 'LastName', 'FirstName', 'BusinessN...', 'Partner', and 'Birthdate'. The first record is '441 Weinhammer Laurie' and the second is '378 Weirick Mariah'. A green 'Edit' icon is visible on the right.

cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
441	Weinhammer	Laurie			
378	Weirick	Mariah			

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

The screenshot shows a filter dialog with 'LastName' containing 'wei'. The 'CLEAR ALL' button is highlighted with a red oval. The background shows a results table with 2 records, identical to the one in the previous screenshot.

- And then click on the X to get out.

Search... Filters Download

Save Move Change column datatype to see filter operators X

Where Attribute

		Achauer	Jeannine
	1		

TO USE THE SEARCH BOX: - CustId and LastName for Search Only

- Type in the letters and it will pop in the matching records.

ADD NEW PATRON

Q WE X Filters Download 3 Records Page 1 of 1

Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
	353	Tonkin	Allison			
	441	Weinhammer	Laurie			
	378	Weirick	Mariah			

- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top
- Click on the “x” to clear the selection

Q Nord X Filters Download 1 Records

Save	cust_id	LastName	FirstName	BusinessN...	Partner
	248	Nordby	Kat	Kats Kreations Art ...	

EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.
- Make your changes

Search... Filters Download 446 Records Page 1 of 35

Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons	
	1	Achauer	Jeannine			
	401	Adams-Russell	Peggy			
	2	Addink	Agnes		Sylvan	
	3	Adler	Lori	Testing		
	4	Ahlborn	Charles			
	5	Ahmann	Rosemary			
	6	Ahnen	Wendy			
	7	Alfery	Christine		Brad	

- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop up Update successfully will appear

Pages / Patron_Maintenance ▾

Record updated successfully

ADD NEW PATRON

Search... Filters Download 446 Records Page 1 of 35

Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons	
	1	Achauer	Jeannine			
	401	Adams-Russell	Peggy			
	2	Addink	Agnes		Sylvan	
	3	Adler	Lori			
	4	Ahlborn	Charles			

TO FIND THE PATRONS FOR EACH PERSON:

- Click on the custid number...

	4	Ahlborn	Charles			
	5	Ahmann	Rosemary			
	6	Ahnen	Wendy			
	7	Alfery	Christine		Brad	
	444	Alfrey	Christine	Christine Alfrey C...		

- That will bring in the patron records by descending year order.

Back to Screen 1

ADD NEW PATRON

Save	PatronClick	LastName	FirstName	BusinessN...	Partner	Birthdate	Street
	4	Ahlborn	Charles				10175 Lower Road
	5	Ahmann	Rosemary				16519 E Fayette ...
	6	Ahnen	Wendy				4925 Sherburn Road
	7	Alfrey	Christine		Brad		2127 To To Tom Dr...
	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave

Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_tick
	7	2025	100.00		No		
	7	2024	60.00		No		
	7	2023	60.00		No		
	7	2022	60.00		No		
	7	2018	60.00		No		
	7	2017	60.00		No		
	7	2016	100.00		No		

To EDIT, ADD or DELETE a PATRON record:

ADDING ANOTHER PATRON YEAR AND AMOUNT RECORD:

- Click on the Yellow Custid you want to add a patron record to
- You will see the information if any below

Back to Screen 1

ADD NEW PATRON

Save	PatronClick	LastName	FirstName	BusinessN...	Partner	Birthdate	Street
	4	Ahlborn	Charles				10175 Lower Road
	5	Ahmann	Rosemary				16519 E Fayette ...
	6	Ahnen	Wendy				4925 Sherburn Road
	7	Alfrey	Christine	Brad			2127 To To Tom Dr...
	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave

Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_tick
	6		0.00		No		

- To add a record, click on +Add new row

- **OR** If you see an empty row, you can use that row to make it the new one by adding the values and Clicking the green Save.

Search...		Download	Add new row	1 Records		Page	1	of 1
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_tick...	
 Save  Delete	6		0.00		No			

Otherwise.....

- A blank row will appear on top the records.
 - If you change your mind before clicking save and need to cancel it out, ---You can click on Discard rectangle on the right, that will remove the row. If you already added a row, you can delete it later (see delete instructions)

The screenshot shows a table of patron data with columns: Save, PatronClick, LastName, FirstName, BusinessN..., Partner, Birthdate, Street. Rows include Ahlborn, Ahmann, Ahnen, Alfery, and a new row being added with ID 444. Below the table is a form for 'Add New Row' with fields: Save/Delete, p_cust..., p_patron_yr, p_patron_amt, p_artpurch..., p_attending..., p_ticket1, p_ticket2, p_notes, p_patron. The 'Save' button is highlighted with a red oval.

- Enter the information on the row
- When completed, Click on the Save row rectangle at the right of the screen.

The screenshot shows the 'Add New Row' form with the 'Save' button highlighted with a red oval. The table below shows the new row has been saved with ID 6, year 2028, amount 100.00, and attending status No.

The screenshot shows the main patron list with the new row added. The table includes columns: Save/Delete, p_cust..., p_patron_yr, p_patron_amt, p_artpurch..., p_attending..., p_ticket1, p_ticket2, p_notes, p_patron. The new row (ID 6) is highlighted with a red oval.

TO EDIT A ROW:

- Select your row
- Click on the right side to get the green pencil and edit your fields. You can edit the whole row or any fields at the same time in that One row.

The screenshot shows the patron list with a row selected for editing. The 'p_patron_yr' field is highlighted with a red oval, indicating it is being edited. The table includes columns: Save/Delete, p_cust..., p_patron_yr, p_patron_amt, p_artpurch..., p_attending..., p_ticket1, p_ticket2, p_notes, p_patron.

- Make your edits and Click on Save (Disk icon)

Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_tick
Save Delete	6		0.00		No		
Save Delete	6	2029	100.00	0			

- And the updated record is here.
- You can add, delete or edit any other records while you are on this screen.

Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_tick
Save Delete	6		0.00		No		
Save Delete	6	2029	100.00	0			

TO DELETE A ROW:

- To delete a row, click on the row, You will see it highlights in green.
- Click on the RED Delete button (Trash Can icon)

Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_tick
Save Delete	6		0.00		No		
Save Delete	6	2029	100.00	0			

- You will see the row is removed.

Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_tick
Save Delete	6		0.00		No		

ADDING A NEW PATRON RECORD:

- Click on the ADD NEW PATRON BUTTON

The screenshot shows a software application window titled "Patron_1". At the top, there are buttons for "Back to Screen 1" and "Refresh Screen". Below the buttons is a search bar with a magnifying glass icon and a dropdown arrow, followed by a "Download" button. To the right, it displays "447 Records" and navigation buttons for "Page 1 of 90". The main area contains a table with columns: Save, PatronClick, LastName, FirstName, BusinessN..., Partner, and Birthdate. The first row shows data for Aberdeen Restaurant, Larry Voss, and Milissa Timmons. The second row shows data for Ace Hardware Wo, Ace Hardware Wo, and Milissa Timmons. The "PatronClick" column contains values 399 and 400. The "Save" column has icons for saving and canceling. A red circle highlights the "ADD NEW PATRON" button at the top left of the table area.

Save	PatronClick	LastName	FirstName	BusinessN...	Partner	Birthdate
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
	400	Ace Hardware Wo		Ace Hardware Wo	Milissa Timmons	

- This will pop up an empty form display to enter the new patron member
- Please follow the entry RULES on the first page.

The screenshot shows a modal window titled "Form". It contains seven input fields: "Last Name" (empty), "First Name" (empty), "Business Name" (empty), "Partner" (empty), "Birthdate" (empty), "Street" (empty), and "Addr 2" (empty). Each field is preceded by a label and followed by a text input box.

Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Name	<input type="text"/>
Partner	<input type="text"/>
Birthdate	<input type="text"/>
Street	<input type="text"/>
Addr 2	<input type="text"/>

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

Form

Last Name

Jotest

First Name

Testing

Business Name

Joetest Company

Partner

Mary

Birthdate

Street

123 Main Street

Addr 2

|

City

Cell Phone

606-529-4563

Notes

Business Use

Yes

Mal Member

Member Yr

Single Family

Patron

Yes

Member Patron Yr

2028|

Patron Year
2028

Patron Amt
100.00

Art Purchase

Attending Party
No

Ticket 1 Name

Ticket 2 Name

Pnotes

[Reset](#) [Submit](#)

- When you complete all the fields that need to be entered, all the way to the bottom, Click Submit
- After Clicking the Submit, it will return you to the screen

[Back to Screen 1](#)

ADD NEW PATRON

Save	PatronClick	LastName	FirstName	BusinessN...	Partner	Birthdate	Street	Addr2	City
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		
	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons		POB 857		Manitowish Water
	401	Adams-Russell	Peggy				7715 Trout Creek Rd		Rhineland
	2	Addink	Agnes		Sylvan		7706 Barbara Roa...		Mercer
	3	Adler	Lori				224 E Lullaby Lane		St. Germain

Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticket2	p_notes	p...
	6		0.00	0					7
	6	2028	100.00						1085

- To see the new entry, Search the New Patron Member

Save	PatronClick	LastName	FirstName	BusinessN...	Partner	Birthdate	Street	Addr2	City
	153	Huffman	Joel		Karen		106 W Seboth St...		Milwaukee
	449	Jotest	Testing	Joetest Company	Mary		123 Main Street		Always

- When done or for reporting – click back to dashboard

Save	PatronClick	LastName	FirstName	BusinessN...	Partner	Birthdate	Street	Addr2	City
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		

- To get to your Reports page, click on the reports button.



- Select the link you want to see in reports.



- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.
- Click Patron Dashboard when you want to get back to your dashboard or X out of the browser tab if you are done.

